



JIMS

Justice Information Management System

Training Schedule

The JIMS training section offers the following classes for personnel in authorized user agencies.

Personnel must be scheduled IN ADVANCE to attend these classes. For employee scheduling information, contact your departmental Project Analyst or the ITC Help Desk at ITCHelpDesk@itc.hctx.net or 713-755-6624. TCLEOSE credit is given for all classes over one hour in length. Additional classes can be added when people are in need of training, at the department's discretion.

Civil System Orientation

For accessing Harris County civil records

The 1st Wednesday morning of every month
8:30 a.m. - Noon (3.5 hours)

Criminal System Orientation

For accessing Harris County criminal records

Usually every other Thursday morning.
8:30 a.m. - 12:30 p.m. (4 hours)

3807 - TCIC/NCIC Training

For accessing DPS, DMV, TCIC and NCIC records through JIMS

The 2nd Wednesday of every month
8:30 a.m. - 5 p.m. (8 hours with lunch break)

D.A. Intake Management (DIM) and Juvenile Offender Tracking (JOT) Orientation

For filing criminal charges in Harris County

Usually the 3rd Wednesday morning.
8:30 a.m. - 12:30 p.m. (4 hours)

Texas Department of Criminal Justice (TDCJ) Orientation

For accessing TDCJ records through JIMS

Usually the 2nd Tuesday morning every other month. Two TDCJ forms must be completed **in advance**.

8:30 a.m. - 11:30 a.m. (3 hours)

The following listings are for JIMS SETCIC member agencies only.

SETCIC System Orientation

For accessing the Southeast Texas Crime Information Center open-warrant system through JIMS

The 3rd Tuesday morning of every month
SETCIC Entry 10 am - 11:30 am (1.5 hour)
SETCIC Inquiry 8:30 am - 10 am (1.5 hours)

Pawnshop System Orientation

For accessing the SETCIC Pawnshop system

As Needed

Pawnshop Inquiry 1 p.m. - 2:30 p.m. (1.5 hours)
Pawnshop Entry 2:30 p.m. - 3 p.m. (0.5 hour)

Holidays during a month may alter this schedule.

Training Manuals are available online, visit <http://www.hctx.net/training/JIMSManuals.aspx>